



Job Announcement

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Opening Date:	December 11, 2014	Closing Date:	December 29, 2014
Job Title:	Judiciary Clerk I/II	Position Type:	Regular Full Time
PIN:	073261	FLSA Status:	Non-Exempt
Location:	District 1, Baltimore City Baltimore, Maryland (Wabash)	Grade/Entry Salary:	Level I - J05 \$28,404 - \$33,616 Level II - J06 \$30,157 - \$35,732
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Judiciary Clerk facilitates the hearing and trial process of all cases within the Courts jurisdiction in a courteous and efficient manner. This position provides the public with forms/brochures and instructions for completion, explains procedural guidelines, and processes Criminal/Traffic cases eligible to be expunged. The incumbent also communicates with defendants, attorneys, witnesses, and the general public, answers correspondence and prepares outgoing mail, prepares case files to ensure all necessary documents are complete and accurate in accordance with established court procedures, enters new cases and updates existing case information into the District Court's data systems. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - Two years of general clerical work experience.
Level II - experience above, plus one year of court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court terminology, general office practices, business English, and judiciary policy manual. procedures and equipment. Ability to communicate effectively with the public and provide information both in person and on the telephone. Knowledge and skill in using computer based technologies to manipulate, create, store, and retrieve information. Ability to use computer based technologies to locate and access information (Internet and email). Ability to prioritize, plan, and organize work. Ability to exercise tact and understanding in stressful situations. Ability to interpret and follow complex directions. Ability to sit, stand, bend and/or lift for varied periods of time. Ability to lift, move and/or carry items weighing up to 25 lbs. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.